NC E-Procurement

SunPac Fall Conference

November 2014

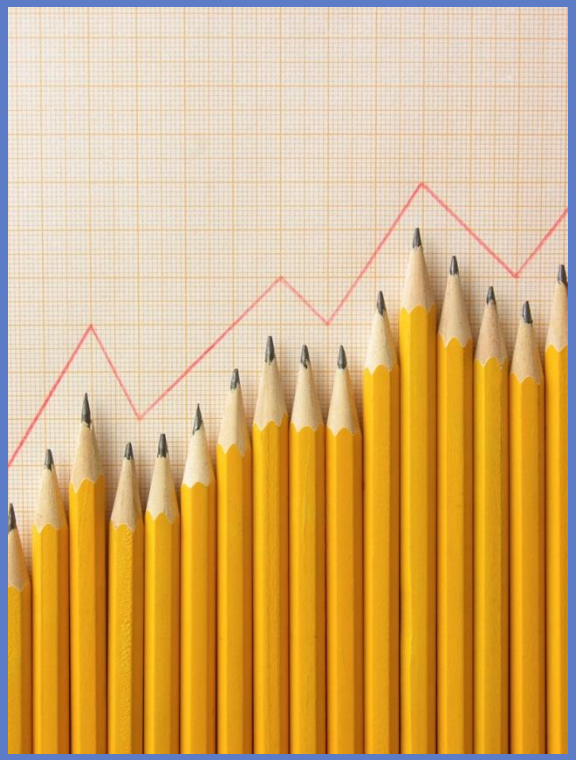
"I value the use of the NC E-Procurement System. My colleagues like the fact that their orders are transmitted directly, speeding up the process and excluding the step of them having to submit them to the vendors."

-Local Education Authority

General Statistics

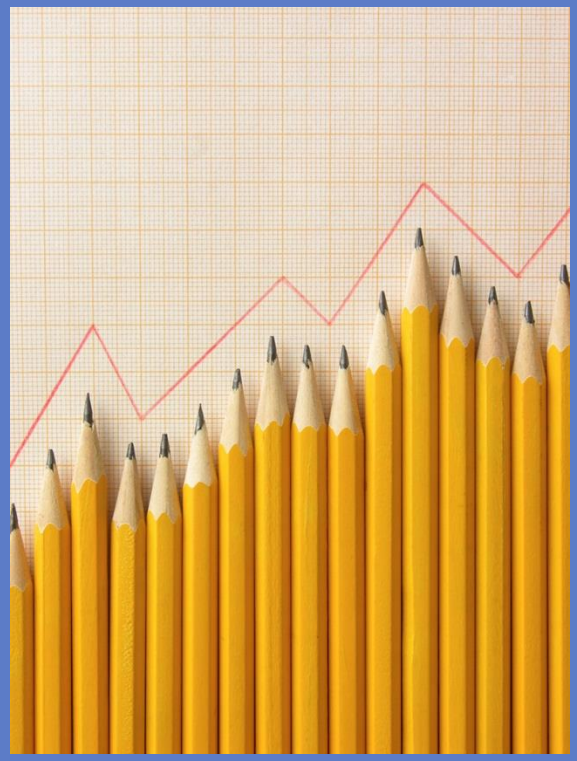
- Over **4.5 Million** purchase orders have been issued through NC E-Procurement

- More than **$30 Billion** in spending has processed through the NC E-Procurement system



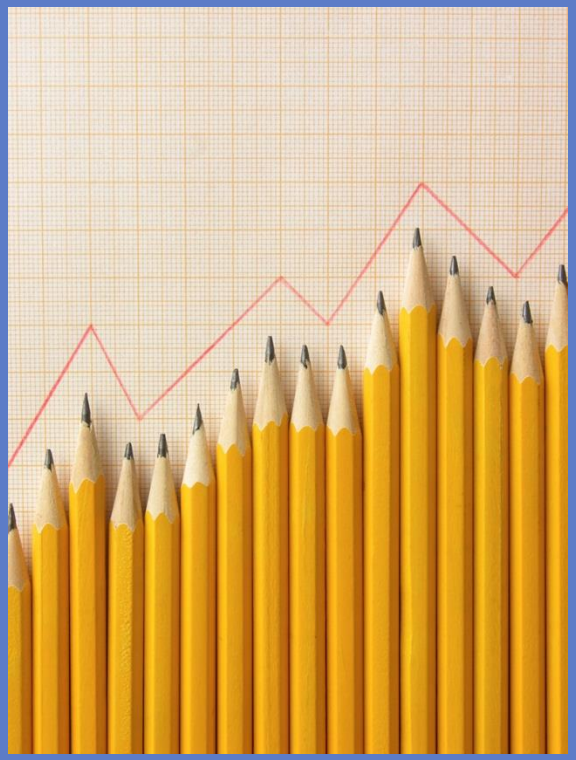
Over **9,000 NC users** from almost **200 different entities** now use NC E-Procurement:

- State agencies/Institutions
- Community colleges
- K-12 Local school systems
- Local governments



General Statistics

- There are more than **480 electronic catalogs** representing over 150 Statewide Term Contracts available to users
- Over **50,000 vendors** are registered in the NC E-Procurement system.



Benefits

NC E-Procurement provides the tools to improve the way the State of North Carolina purchases goods and services.

- Users are empowered to use online requisitioning with direct access to State Term Contracts via **online catalogs.**

- Entities can choose to **decentralize the purchasing** process to the people needing supplies within their organization.

Benefits

- The **eQuote tool** allows users to submit requests for quotes to vendors for items below the formal bid requirements, replacing more manual quoting processes

- Orders and internal approvals are **routed electronically** and maintained for accountability – paper free!

- Users have access to a **centrally maintained database** of vendor information, including Historically Underutilized Business (HUB) certifications

Users can view the State term contract pricing within NC E-Procurement through the catalogs and punchout catalogs.

- Users have the ability to search for a specific item on Statewide Term Contract.
- Catalog line items are pre-populated with Pricing, Contract, Commodity, and Supplier Specific information, allowing end users to quickly add the items to their requisition and Suppliers to quickly process the purchase orders.

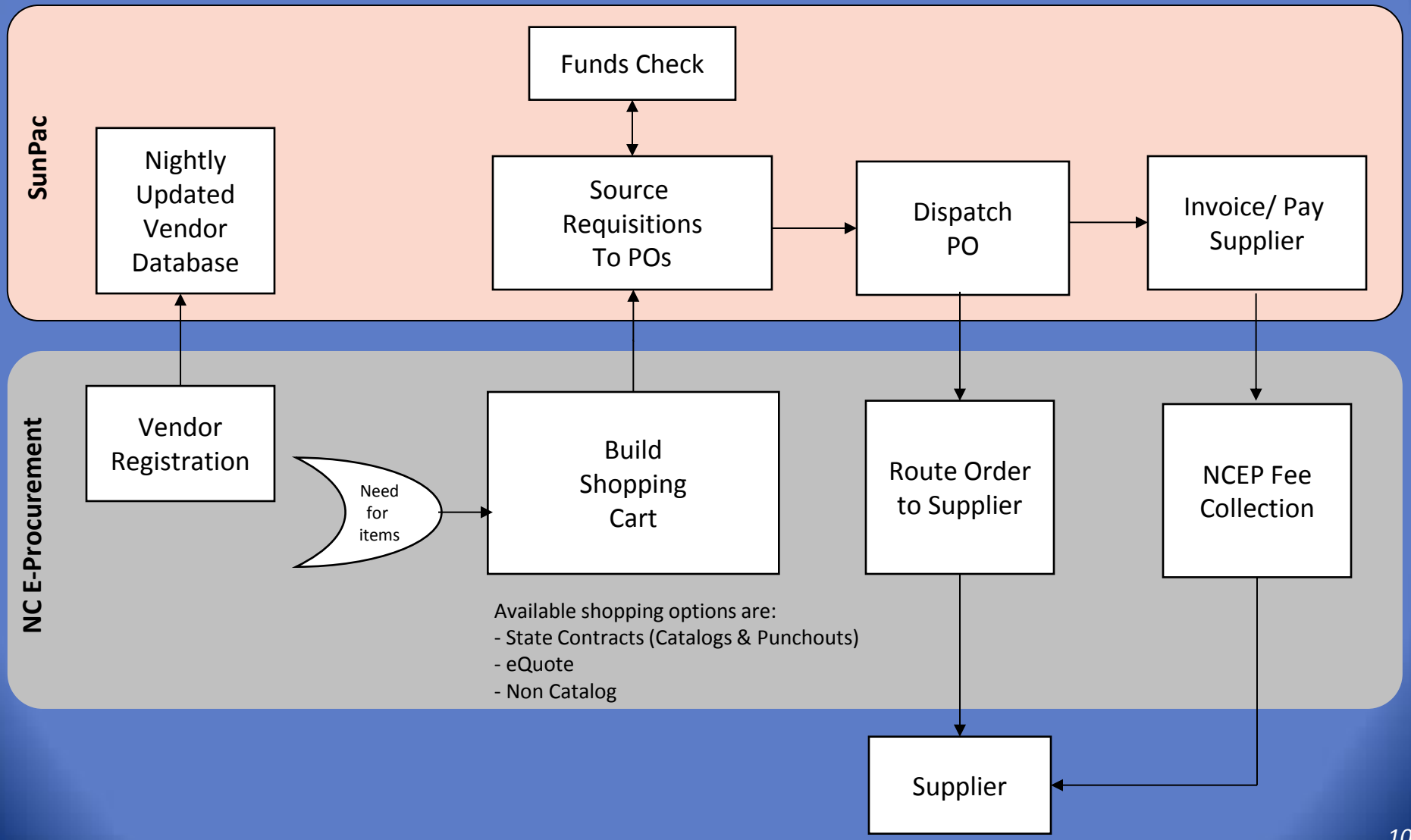
Recently Awarded Contracts

Statewide Term Contract 615A – Office Supplies was awarded to Forms & Supply and is projected to offer 31% savings on general office supplies.

- Case study done with Greene County Schools highlights:
  - $143 savings on one whiteboard
  - $140 saved on 10 graphing calculators

Statewide Term Contract 645A – Office Paper is expected to generate a 9% savings on office paper over historical purchases. Tiered pricing adds further discount opportunities for larger volume orders.

NCEP Interface Overview



Catalog Demo

NC E-Procurement @your service | ARIBA® SPEND MANAGEMENT

Home | Logout

Welcome Laura Haakenson

Home | Create | Search | Manage | Preferences | Customize

Supplier
B.W.Wilson Paper Co. (6)
DOVE DATA PRODUCTS, ... (5)
GODWIN MFG CO INC (22)
Hampden Engineering ... (1849)
SOUTHERN ... (4497)
Show All ...

Language
English (15313)

Favorites
- Recent Choices -

RQ20000005: Untitled Requisition

Items: 0 **Total:** $0.00000 USD | Summary | Exit

Add items to your requisition from the catalog or from your favorites groups. You can also enter details for non-catalog items.

Catalog Home

Browse By: **Categories** | Suppliers

Catalog | Search | Options | Create Non-Catalog Item

APPLIANCES, ELECTRICAL, CLOCKS (7122)
APPLIANCES (8)
ELECTRICAL EQUIPMENT (7114)

BUILDING MATERIALS, MAINTENANCE (2)
031-11: Blowers: Industrial Types (2)

CLOTHING & TEXTILE ITEMS (110)
CARPET AND FLOOR MAINTENANCE AND MACHINES (110)

EDUCATIONAL & ATHLETIC EQUIPMENT, SUPPLIES (2)
580-10: Band Instruments and Accessories (2)

FOOD & RELATED ITEMS
165-92: Vending Machines, Non-Refrigerated (1)
740-85: Vending Machines, Refrigerated (1)

FURNITURE (OFFICE, EDUCATIONAL AND HEALTH CARE) (1663)
420-00: FURNITURE: CAFETERIA, CHAPEL, DORMITORY, HOUSEHOLD, LIBRARY, LOUNGE, SCHOOL (484)
425-00: FURNITURE: OFFICE (1179)

OFFICE EQUIPMENT & SUPPLIES/PAPER/PRINTING (3210)
OFFICE EQUIPMENT AND SUPPLIES (2999)
PAPER AND PAPER PRODUCTS/PLASTICS (57)
080-65: Service Awards, Specialty Type (98)
395-00: FORMS, CONTINUOUS: COMPUTER PAPER, FORM LABELS, SNAP-OUT FORMS, AND FOLDERS FOR FORMS (56)

POLICE & SAFETY EQUIPMENT (299)
680-00: POLICE EQUIPMENT AND SUPPLIES (165)
345-32: First Aid Cabinets, Kits, and Refills (134)

SERVICES (CONTRACTUAL & CONSULTANT) (1860)
910-09: Carpet Cleaning, Dyeing, Installation and Repair (1)
918-28: Computer Hardware Consulting (5)
920-31: Installation of Computers, Peripherals, and Related Equipment (Including Software) (8)
More ...

TECHNOLOGY ITEMS (2029)
880-46: Projection Stands, Tables, etc., Standard and Rear-Projection Types (2)
COMPUTERS AND RELATED ITEMS (2027)

TRANSPORTATION (VEHICLES & SUPPLIES INCLUDING MARINE) (40)
TRANSPORTATION, VEHICLES AND SUPPLIES (40)

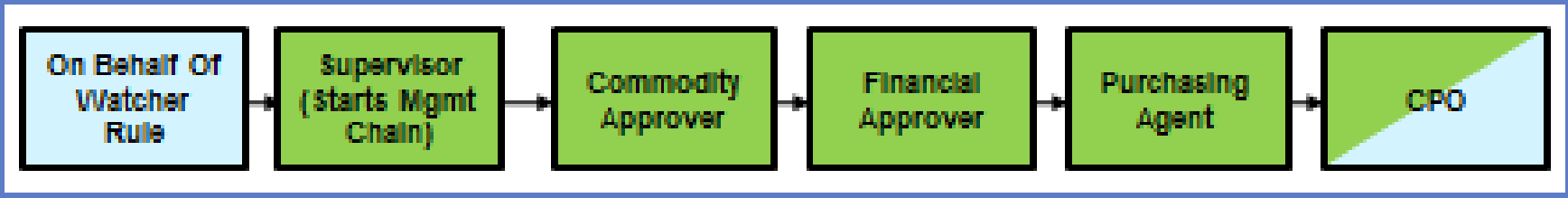
Uncategorized Items

eQuote is a tool within NC E-Procurement that can be used to solicit and review quotes from multiple suppliers for a good and/or service. It can be used for:

- Items not listed on state term contract
- Item is a high dollar volume term contract item
- A rush order is needed (response within 4 hours)
- Competitive quotes from 3 or more suppliers are needed

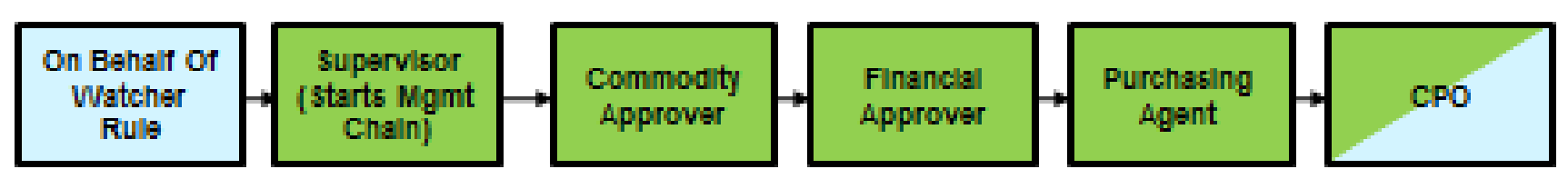
Approval Flows

Electronic approval flows facilitate an effective procurement process and allow procurement professionals to focus on strategic initiatives.



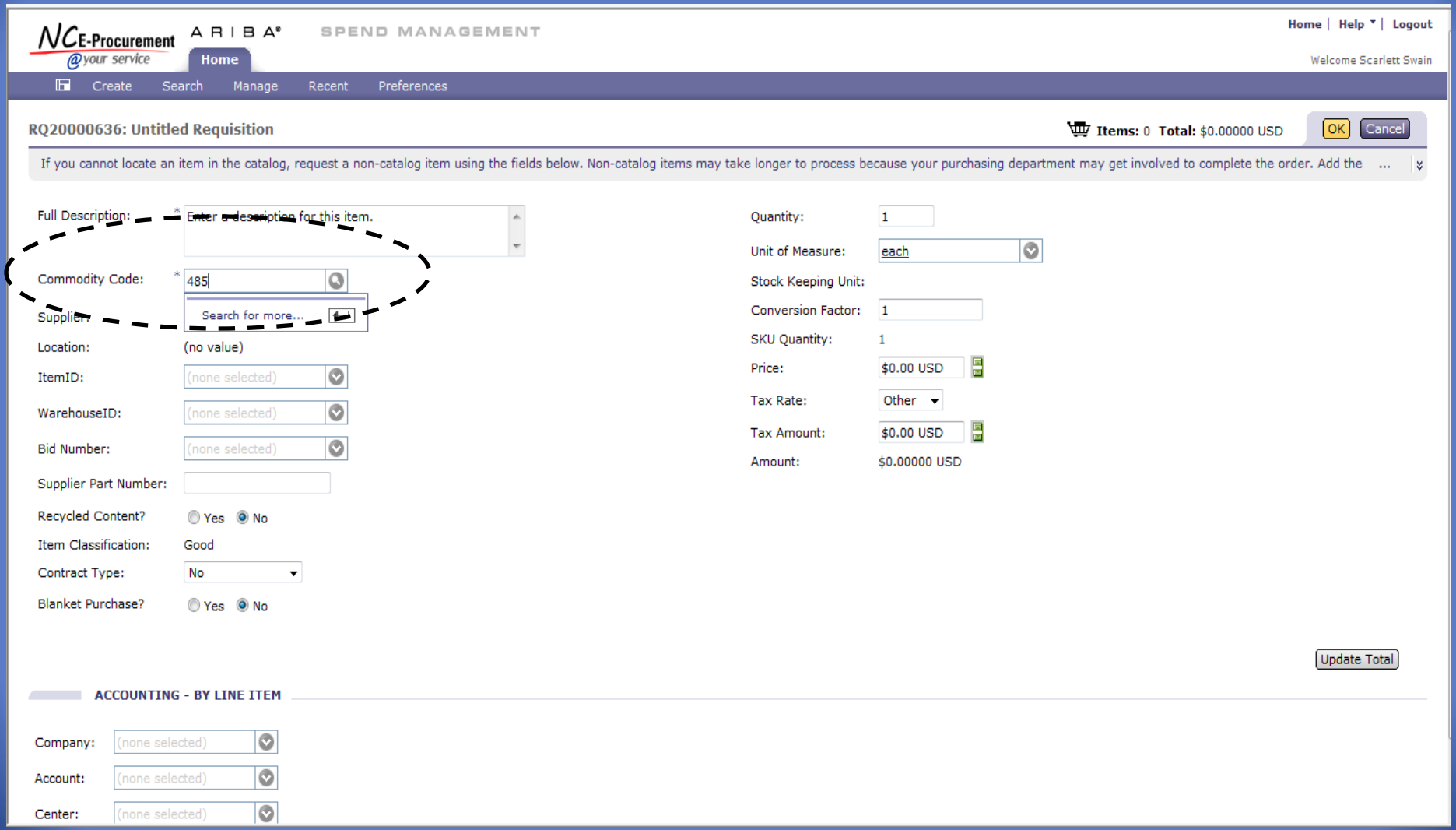
- The **"On Behalf Of"** rule will always assign a watcher, but not an approver
- Security Administrators can set appropriate management levels throughout the **Supervisor Chain** to provide the right level of oversight and a reasonable approval flow

Approval Flows



- **Commodity Approvers** are triggered by a combination of 5-digit NIGP code and dollar threshold
- **Financial Approvers** can be triggered by a dollar threshold
- The **Purchasing Agent group** is added based on commodity code and whether the requisition is catalog or non-catalog.
- **Chief Procurement Officers** can be added to flow as a watcher or an approver based on a combination of commodity and dollar threshold

System Tip
Commodity Code Search



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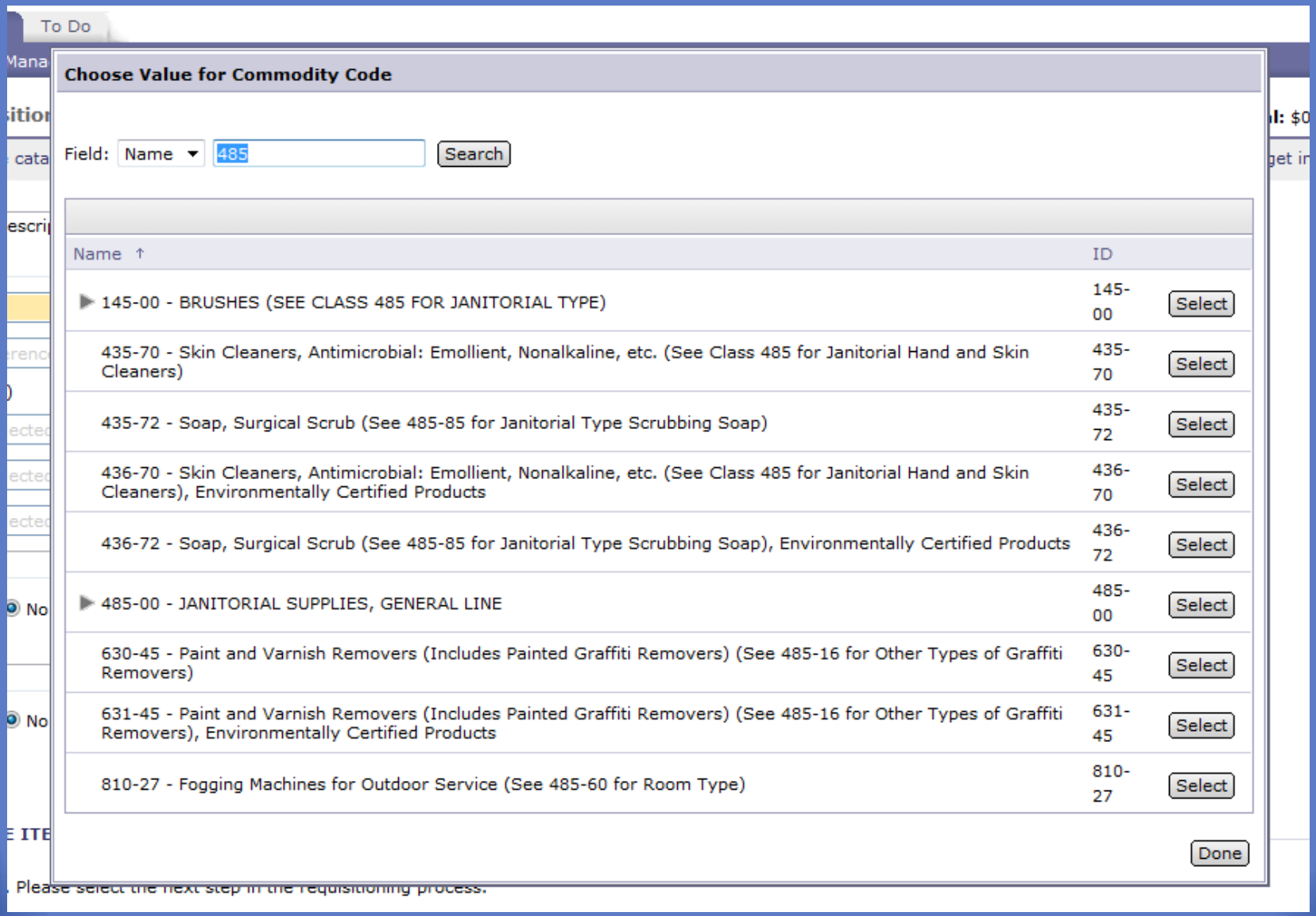

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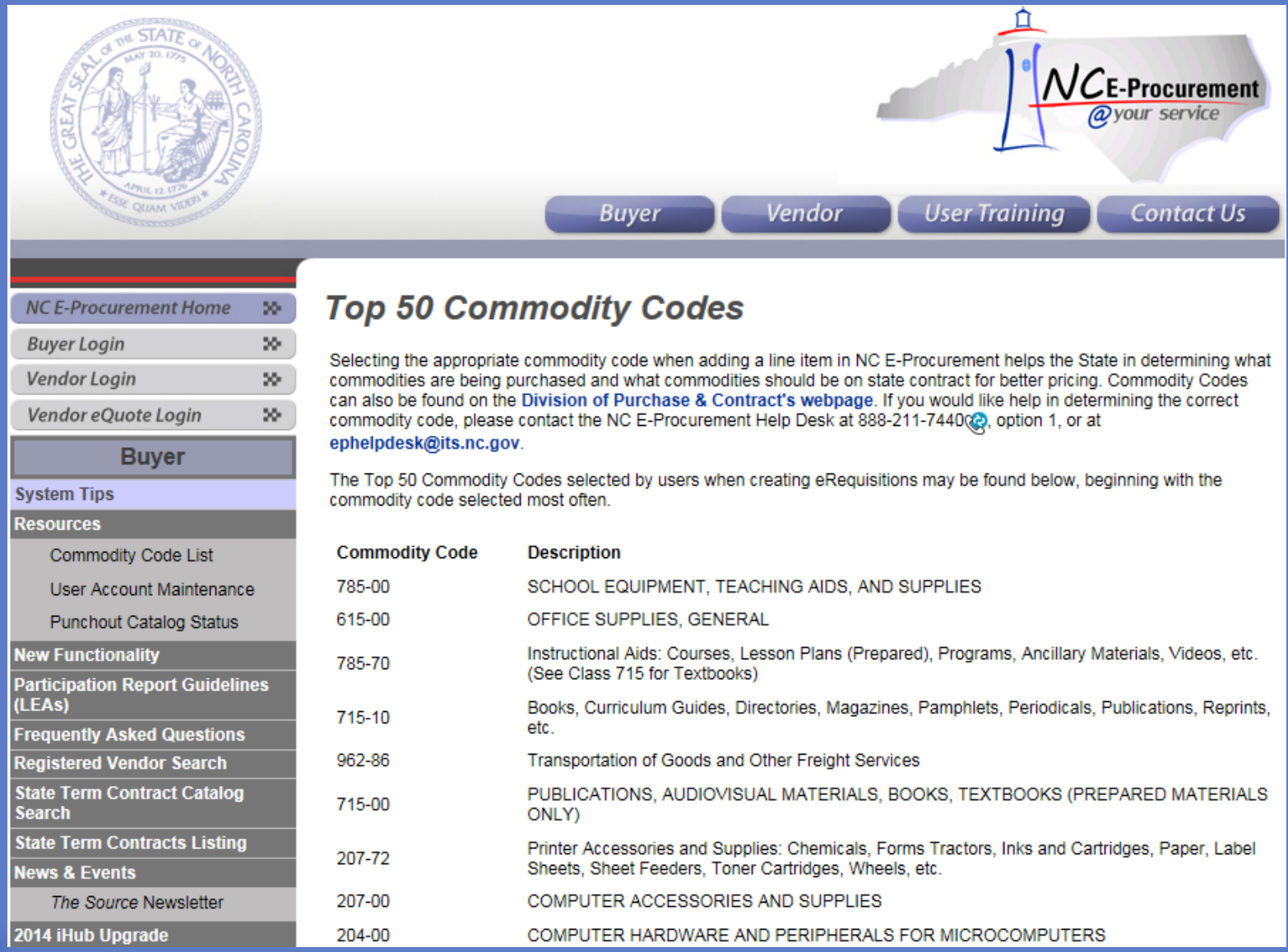

Training Opportunities

- **10 Web Based Trainings & 40 Job Aids**
  - *Self-paced online training modules*
  - *Printable job aids with screenshots*
  - *http://eprocurement.nc.gov/Training.html*
- **Onsite Training**
  - *Free on an as needed basis*
  - *eptraining@doa.nc.gov*
- **Dedicated Training Environment**
  - *Hands on experience for new users or trying Approval Flows*
  - *https://trn9r1.ncgov.com/Buyer/Main/*

*The **NC E-Procurement Help Desk** is supported by highly-trained and friendly IT customer service agents dedicated to serving you!*

Agents are available for assistance

7:30am – 5pm

Monday through Friday

888-211-7440, Option 1

ephelpdesk@its.nc.gov

"The NC E-Procurement system has been a very productive change for our school system. We are very pleased with placing our orders for the schools and the turnaround time for our orders being delivered."

-Local Education Authority

Questions?